

TRAINING PROGRAM OF INSTRUCTION (TPI)

FOR

DINFOS-IEJC

INTERMEDIATE ELECTRONIC JOURNALISM COURSE



Approved by:

Commandant Defense Information School

Supersedes [AEJC] TPI Dated: 24 APRIL 2003



**INTERMEDIATE ELECTRONIC JOURNALISM COURSE
TRAINING PROGRAM OF INSTRUCTION**

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DEPARTMENT OF DEFENSE

Defense Information School

6500 Mapes Road
Fort George G. Meade, MD 20755-5620

Date: 4-Aug-08

MEMORANDUM OF CHANGE TO DINFOS COURSE TRAINING PROGRAM OF INSTRUCTION (TPI)

SUBJECT: Change to DINFOS Intermediate Electronic Journalism Course (IEJC) Training Program of Instruction as follows:

Course Prerequisites for international students added to page three as follows:

International students attending this course must have an English Comprehension Level (ECL) of 85, have one (1) year cumulative field experience practicing Electronic News Gathering (ENG) skills, be proficient with non-linear editing, and have worked with ENG equipment within the last 12 months.

POC for this action is: DINFOS Course Development Department, 301-677-3246,
dinfosdotcddleadership1@dinfos.osd.mil

Darline Glaus, DODC
Head Course Development Department

TRAINING PROGRAM OF INSTRUCTION

Preface

TRAINING PROGRAM OF INSTRUCTION FILE NUMBER (TPFN): DINFOS-IEJC

TITLE: Intermediate Electronic Journalism Course

TRAINING LOCATION: Defense Information School, Fort George G. Meade, Maryland

SPECIALTY AWARDED: NONE

PURPOSE: This course provides the knowledge and skills needed to enhance the performance of duties for experienced videographer assignments supporting public affairs, journalism, and broadcast missions throughout the Armed Forces.

COURSE DESCRIPTION: The Intermediate Electronic Journalism Course provides in-depth training in intermediate visual and audio communication to support the two missions of newsgathering and combat support. Instruction includes intermediate lighting, editing, and storytelling techniques emphasizing uncontrolled action, subject-in-action sound bites, packaging, shot selection and visualization, natural and prompted audio collection, and effective scripting. Students will perform all exercises on digital non-linear editors.

PREREQUISITES:

- a. Students must have one (1) year of active field experience practicing Electronic News Gathering (ENG) skills within the previous 18 months prior to course attendance.
- b. It is imperative that students possess the basic knowledge of ENG needed to enter the class.
Personnel arriving at DINFOS without meeting these prerequisites will be disenrolled and returned to their units.
- c. Grade and Course Prerequisites:

ALL SERVICES	ENLISTED (E4 –E7)
USAF	Must be a graduate of DINFOS Basic Public Affairs Specialist-Broadcaster (BPAS-B) [formerly known as the Basic Broadcaster Course (BBC)] or the Electronic Journalism Course (EJC).
USN	
USA	
USMC	Must be a graduate of BPAS-B, EJC or receive a waiver from DINFOS Commandant if prerequisites a. and b., above, are met.

- d. **DRESS REQUIREMENTS:** Utility uniform and business casual civilian attire for three off-post shoots.
- e. **TRANSPORTATION:** DINFOS will provide transportation to all off-post shooting locations. Recommend students have authorization for rental vehicles in order to conduct site surveys of shoot locations, prior to the actual videotaping and story gathering.

SECURITY CLEARANCE: NONE

CLASS SIZE:

MAXIMUM: 8

MINIMUM: 3

ANNUAL COURSE CAP: 24

COURSE LENGTH: 15 Training Days

ACADEMIC HOURS: 114 Hrs

ADMINISTRATIVE HOURS: 6 Hrs

TOTAL COURSE HOURS: 120 Hrs

INSTRUCTOR CONTACT HOURS (ICH): 906 Hrs

TYPE/METHOD OF INSTRUCTION:

Lecture (L) 14.5 Hrs

Demonstration (D) 39.5 Hrs

Performance Exercise (PE) 33.0 Hrs

Exam, Performance (EP) 27.0 Hrs

Administration (AD) 6.0 Hrs

TRAINING START DATE: 01 October 2007

ENVIRONMENTAL IMPACT: None. DoD policy was followed to assess the environmental impact.

MANPOWER: The Interservice Training Review Organization (ITRO) formula was used to determine the number of instructors required. No additional instructors are required.

EQUIPMENT AND FACILITIES: The Course Design Resource Estimate (CDRE) details this information in the Equipment List Excel worksheet that accompanies the CDRE.

TRAINING DEVELOPMENT PROPONENT: Defense Information School, Directorate of Training, Course Development Department (DINFOS/DOT/CDD): (301) 677-7609.

FUNCTIONAL AREA 1 PRINCIPLES OF VIDEOGRAPHY

TPFN: DINFOS-IEJC-001

UNITS:

- Unit 1- Principles of Editing
- Unit 2- Foundations of Photojournalism
- Unit 3- Visual Storytelling
- Unit 4- Applying Principles of Videography

TERMINAL TRAINING OUTCOME: Students will perform non-graded practical exercises in shooting and editing video and must achieve a minimum of 70% in each of the seven graded areas of the practical exercises to successfully meet the course standard.

OVERVIEW OF INSTRUCTION: After receiving equipment, students perform an equipment inventory. Students will be required to maintain 100% accountability of issued equipment. The instructor demonstrates the application of equipment and resources used during the course, to include: lights, cameras, audio and editing equipment, videotapes, textbooks, computers, and computer disks. Students will interpret waveform monitor and vectorscope data and its application to the video production process. Students will perform intermediate editing techniques to include audio weaving, titling, transitions and special effects to demonstrate their readiness to accomplish the graded productions required in Functional Area Two.

TPFN HOURS AND TYPES: 6.0 L; 28.0 PE; 10.0 D

TPFN TOTAL HOURS: 45

FUNCTIONAL AREA 1 PRINCIPLES OF VIDEOGRAPHY

TPFN: DINFOS-IEJC-001-001

UNIT TITLE: Principles of Editing

INTERMEDIATE TRAINING OUTCOME (ITO): After receiving equipment, students perform an equipment inventory. Students will be required to maintain 100% accountability of issued equipment. The instructor demonstrates the application of equipment and resources used during the course, to include: lights, cameras, audio and editing equipment, videotapes, textbooks, computers, and computer disks. The instructor defines and reviews the use of non-linear editing system operations and navigation and concepts involved in creative editing. The instructor will demonstrate use of non-linear editing system internal waveform and vectorscope monitors. Students use this knowledge to shoot, write, and edit non-graded and graded exercises and must achieve a minimum of 70% in each graded exercise and pass all ten critical competencies at least twice to successfully meet the course standard.

INSTRUCTIONAL HOURS AND TYPE: 17 PE; 6 D

TOTAL INSTRUCTIONAL HOURS: 23

TASK (S):

- 001: Perform equipment inventory
- 002- Review non-linear editing (NLE) Operation
- 003- Perform non-linear editing
- 004- Demonstrate the capabilities of vectorscopes and waveform monitors

INSTRUCTOR/STUDENT RATIO: 1:8

SAFETY FACTORS: Students are advised of hazardous electrical voltages inherent in the equipment used in this unit.

REFERENCES:

1. Xpress Pro HD Non-Linear Editing Study Guide
2. *Television Field Production and Reporting*, Shook Frederick, 4th Edition
3. *ENG: TV News and the New Technology*, Yokam & Cremer

FUNCTIONAL AREA 1 PRINCIPLES OF VIDEOGRAPHY

TPFN: DINFOS-IEJC-001-002

UNIT TITLE: Foundations of Photojournalism

INTERMEDIATE TRAINING OUTCOME (ITO): The students revisit the basics of camera work in photojournalism. The instructor leads a discussion on the fundamentals encompassing shot composition, shot sequencing (long, medium, and close-up shots), camera angles, camera movement, use of manual iris, depth of field, proper shot axis, correct lighting, color temperature, tripod use, and other basic skills. These fundamentals should be known and understood by students with apprentice training and/or experience. Using video examples, students identify how to prevent the common mistakes made in the field. Since each student's experience and skill level varies, an omni-objective of this session is to establish a common ground in terminology and technique. The students' participation and feedback are necessary to ensure a level of comprehension that suggests the students can successfully proceed. Students use this knowledge to shoot, write, and edit non-graded and graded exercises and must achieve a minimum of 70% in each graded exercise and pass all ten critical competencies at least twice to successfully meet the course standard.

INSTRUCTIONAL HOURS AND TYPE: 2 L; 4 D

TOTAL INSTRUCTIONAL HOURS: 6

TASK (S):

- 001- Review principles of visual composition
- 002- Sequence shots that convey a thought
- 003- Review camera angles
- 004- Review camera movements and their impact on storytelling
- 005- Review use of manual iris
- 006- Review depth of field and its uses in television production
- 007- Review proper shot axis and screen direction as it relates to the 180 degree rule
- 008- Review correct lighting and tripod usage
- 009- Identify common mistakes made in the field and their impact on effective storytelling

INSTRUCTOR/STUDENT RATIO: 1:8

SAFETY FACTORS: Students are cautioned regarding exposed electrical extension cords and handling of equipment.

REFERENCES:

1. *Television Field Production and Reporting*, Shook, Frederick, 4th Edition
2. *Television Production Handbook*, Zettl, Herbert

FUNCTIONAL AREA 1 PRINCIPLES OF VIDEOGRAPHY

TPFN: DINFOS-IEJC-001-003

UNIT TITLE: Visual Storytelling

INTERMEDIATE TRAINING OUTCOME (ITO): The students participate in discussions on intermediate concepts and techniques of camera usage and composition. They define “commitment to the story,” and learn how to use the camera to convey that commitment. The instructor emphasizes intermediate storytelling concepts to include: how to best ensure the viewers’ needs are met, and how to rely on the photojournalist’s tools; camera, microphone, scripting and edit suite, to tell the story. The students develop techniques in reporting news stories that get and keep the audience’s attention. The instructor leads a discussion on how the photojournalists’ use of the five senses can make the storytelling process a complete expression for their viewers. Included is an explanation of how emotions about an event can be conveyed to the audience without being judgmental. Students view examples of the most current and still growing storytelling methods used by the top photojournalists in the national media. Knowledge and perspective gained in this unit is essential to effective storytelling. Students use this knowledge to shoot, write and edit non-graded and graded exercises and must achieve a minimum of 70% in each graded exercise and pass all ten critical competencies at least twice to successfully meet the course standard.

INSTRUCTIONAL HOURS AND TYPE: 4.0 L

TOTAL INSTRUCTIONAL HOURS: 4

TASK (S):

- 001- Define Story Commitment
- 002- Explain how to use the camera to convey emotions and the commitment
- 003- Describe the use of the five senses in the storytelling process
- 004- Describe Electronic News Gathering (ENG) methods of storytelling
- 005- Identify techniques to focus attention on the story subject

INSTRUCTOR/STUDENT RATIO: 1:8

SAFETY FACTORS: Students are cautioned regarding exposed electrical extension cords and handling of equipment.

REFERENCES:

1. *Writing Broadcast News, Shorter, Sharper, Stronger*, Mervin Block
2. *Television Field Production and Reporting*, Shook, Frederick, 4th Edition
3. National Press Photographers Association 2006 Workshop Materials

FUNCTIONAL AREA 1 PRINCIPLES OF VIDEOGRAPHY

TPFN: DINFOS-IEJC-001-004

UNIT TITLE: Applying Principles of Videography

INTERMEDIATE TRAINING OUTCOME (ITO): During this practical exercise, the students experiment with the equipment and techniques previously identified and discussed. This assignment covers intermediate concepts of camera usage and shot composition, including assessing the commitment, editing in-camera, solving lighting and focus problems relating to depth of field, dynamic contrast control, effective lighting and control of contrast ratios, and proper filter selection. Using these concepts the students must produce a one-minute video-only story in a realistic field environment, shooting opening and closing shots, sequences, cut-ins and cut-aways. The students analyze the quality of commitment and raw video products shot on location, and assemble the video-only story. There is also a low-light exercise performed during the hours of dusk to dark with low-light conditions using available light such as street lights, building lights, etc. Students test the limits of the camera and must demonstrate an understanding of intermediate white-balancing techniques and use of various color temperatures. Students use this knowledge to edit non-graded and graded exercises and must achieve a minimum of 70% in each graded exercise and pass all ten critical competencies at least twice to successfully meet the course standard.

INSTRUCTIONAL HOURS AND TYPE: 1.0 D; 11 PE

TOTAL INSTRUCTIONAL HOURS: 12

TASK (S):

- 001- Determine an effective story commitment
- 002- Shoot a one-minute video story
- 003- Shoot video transitions
- 004- Apply lighting and focus techniques to produce desired depth of field
- 005- Demonstrate control of contrast ratios
- 006- Select filters for color temperatures
- 007- Shoot opening shot, closing shot, sequences, cut-in's and cut-away's that support story commitment
- 008- Perform intermediate white balancing techniques under various lighting conditions
- 009- Demonstrate how to convey emotions about an event to the audience
- 010- Create a sense of visual depth

INSTRUCTOR/STUDENT RATIO: 1: 8

SAFETY FACTORS: Students are cautioned regarding exposed electrical extension cords and handling of equipment.

REFERENCES:

1. *Television Field Production and Reporting*, Fred Shook, 4th Edition
2. *Lighting for Video*, Gerald Millerson, 3rd edition.
3. National Press Photographers Association 2006 Workshop Materials

**FUNCTIONAL AREA 2
INTERMEDIATE VIDEOGRAPHY APPLICATIONS**

TPFN: DINFOS-IEJC-002

UNITS:

- Unit 1 - Lighting Strategies
- Unit 2 – Interviewing
- Unit 3 - Intermediate Audio Techniques
- Unit 4 - Applying Intermediate Production Techniques
- Unit 5 - Writing for Intermediate Electronic Journalism
- Unit 6 - Intermediate Production Storytelling Techniques
- Unit 7 - Intermediate Non-Linear Editing (NLE) Special Effects

TERMINAL TRAINING OUTCOME: Students will perform non-graded practical exercises in shooting and editing video and must achieve a minimum of 70% in each of the seven graded areas of the practical exercises to successfully meet the course standard.

OVERVIEW OF INSTRUCTION: Students will demonstrate their readiness to accomplish the graded productions required in Functional Area Two, including intermediate ENG story productions and a radio production.

TPFN HOURS AND TYPES: 7.75 D; 34.25 PE; 27 EP

TPFN TOTAL HOURS: 69

FUNCTIONAL AREA 2

INTERMEDIATE VIDEOGRAPHY APPLICATIONS

TPFN: DINFOS-IEJC-002-001

UNIT TITLE: Lighting Strategies

INTERMEDIATE TRAINING OUTCOME (ITO): Students discuss intermediate lighting concepts, tips, and other considerations when working with electronic journalism lighting equipment. The instructor introduces students to a variety of lighting gear and terms, discusses the character, quality and color temperature of light and will demonstrate various ways to control and manipulate light. The instructor will demonstrate various lighting set-ups to include single person and two-person setup using four lights to give a three-point lighting look, slash lighting, limbo lighting and lighting for effect. Students will learn these techniques and apply them in an exercise. The students learn tips to simplify equipment setup and procedures to ensure the lighting meets technical requirements of the camera system. Students use this knowledge to shoot, write, light and edit non-graded and graded exercises and must achieve a minimum of 70% in each graded exercise and pass all ten critical competencies at least twice to successfully meet the course standard.

INSTRUCTIONAL HOURS AND TYPE: 6 D

TOTAL INSTRUCTIONAL HOURS: 6

TASK (S):

- 001- Demonstrate background lighting
- 002- Demonstrate effect lighting

INSTRUCTOR/STUDENT RATIO: 1:4 (D)

SAFETY FACTORS: Students are cautioned about extension cord usage, unstable tripod stands, heat generated by lighting fixtures, and touching a lamp housing. Students will use gloves when handling hot lamps. They will also be cautioned that the pin-on lamp accessory mount can become extremely hot, and that they must ensure the pin is firmly locked and rotated away from the lamp face to prevent plastic from melting and smoking.

REFERENCES:

1. *Television Field Production and Reporting*, Shook, Frederick, 4th Edition
2. *Lighting for Video*, Gerald Millerson, 3rd edition.
3. National Press Photographers Association 2006 Workshop Material

FUNCTIONAL AREA 2
INTERMEDIATE VIDEOGRAPHY APPLICATIONS

TPFN: DINFOS-IEJC-002-002

UNIT TITLE: Interviewing

INTERMEDIATE TRAINING OUTCOME (ITO): Students learn techniques to conduct interviews outside a studio setting. They discuss the importance of thorough planning and proper organization for conducting standard interviews. Emphasis is placed on the production of facts; getting opinions; revealing a personality; preparation of questions; establishing trust; asking the questions; and packaging stories. Students use this knowledge to shoot, write and edit non-graded and graded exercises and must achieve a minimum of 70% in each graded exercise and pass all ten critical competencies at least twice to successfully meet the course standard.

INSTRUCTIONAL HOURS AND TYPE: 0.5 D; 0.5 PE

TOTAL INSTRUCTIONAL HOURS: 1

TASK (S):

- 001- Plan, organize and conduct effective interviews
- 002- Use open-ended, follow-up and rephrased questions during interviews

INSTRUCTOR/STUDENT RATIO: 1: 8 (L)

SAFETY FACTORS: Students are cautioned regarding exposed electrical extension cords and handling of equipment.

REFERENCES:

1. *Television Field Production and Reporting*, Shook, Frederick, 4th Edition
2. *Television Production Handbook*, Zettl, Herbert

FUNCTIONAL AREA 2 INTERMEDIATE VIDEOGRAPHY APPLICATIONS

TPFN: DINFOS-IEJC-002-003

UNIT TITLE: Intermediate Audio Techniques

INTERMEDIATE TRAINING OUTCOME (ITO): Students discuss the importance of sound and its use in television news stories. Covered in this unit are the basic kinds of microphones used in Electronic Journalism, the collection of natural sound, and the use of natural sound in EJ pieces. This class also stresses that sound is the meaning and emotion of video. Students are exposed to all aspects of microphones, electrical and dropout interference, the nature of sound and its negative aspects, and how to collect natural sound and weave it into the story. Students will perform a non-graded practical exercise to assess their skill. Students use this knowledge to shoot, write, light and edit non-graded and graded exercises and must achieve a minimum of 70% in each graded exercise and pass all ten critical competencies at least twice to successfully meet the course standard.

INSTRUCTIONAL HOURS AND TYPE: 1.0 D; 1.0 PE

TOTAL INSTRUCTIONAL HOURS: 2

TASK (S):

- 001- Demonstrate the importance of sound in news stories
- 002- Demonstrate various microphone characteristics
- 003- Demonstrate the collection of natural sound
- 004- Use advanced audio techniques to support product commitment

INSTRUCTOR/STUDENT RATIO: 1: 8 (L)

SAFETY FACTORS: Students are cautioned regarding exposed electrical extension cords and handling of equipment.

REFERENCES:

1. *Television Field Production and Reporting*, Shook, Frederick, 4th Edition
2. National Press Photographers Association 2006 Workshop Materials
3. *Interviews That Work*, Biagi & Shirley

FUNCTIONAL AREA 2 INTERMEDIATE VIDEOGRAPHY APPLICATIONS

TPFN: DINFOS-IEJC-002-004

UNIT TITLE: Applying Intermediate Production Techniques

INTERMEDIATE TRAINING OUTCOME (ITO): During this performance exercise, the students determine the commitment to, and record audio for, a television story. They will shoot audio (natural ambient sound, prompted ambient voice) to support a 60-second story; analyze the commitment, audio and edited products; and assemble the 60-second non-narrative story. Students use all the basic rules of continuity, composition, and sequencing where possible for accompanying video. Students work independently. The student's skill level will be assessed in a non-graded exercise. Students use this knowledge to shoot, write, light and edit non-graded and graded exercises and must achieve a minimum of 70% in each graded exercise and pass all ten critical competencies at least twice to successfully meet the course standard.

INSTRUCTIONAL HOURS AND TYPE: 0.25 D; 9.75 PE

TOTAL INSTRUCTIONAL HOURS: 10

TASK (S):

- 001- Determine the correct commitment
- 002- Shoot and assemble a product
- 003- Record appropriate audio to support product
- 004- Record audio using ambient sound to support the story
- 005- Demonstrate control of mixed lighting situations
- 006- Conduct an interview
- 007- Demonstrate and apply to all exercises the ability to shoot opening shot, closing shot, sequencing, cut-ins and cut-aways to meet story commitment while using headphones to monitor audio

INSTRUCTOR/STUDENT RATIO: 1: 4 (PE)

SAFETY FACTORS: Students are cautioned regarding exposed electrical extension cords and handling of equipment. Students are also cautioned about existing cables, outlets, and associated equipment creating possible hazards to movement.

REFERENCES:

1. *Television Field Production and Reporting*, Shook, Frederick, 4th Edition
2. National Press Photographers Association 2006 Workshop Materials

FUNCTIONAL AREA 2
INTERMEDIATE VIDEOGRAPHY APPLICATIONS

TPFN: DINFOS-IEJC-002-005

UNIT TITLE: Writing for Intermediate Electronic Journalism

INTERMEDIATE TRAINING OUTCOME (ITO): Students discuss the elements of good news writing, to include the importance of people in the story; strong, natural sound in the script; moments of silence in a script; and good sequencing. Students will perform an non-graded practical exercise to assess their skills. Students will use this knowledge to perform graded practical exercises and must achieve a minimum of 70% in each of the seven graded areas of the practical exercises to successfully meet the course standard

INSTRUCTIONAL HOURS AND TYPE: 15.0 PE

TOTAL INSTRUCTIONAL HOURS: 15

TASK (S):

001- Write a script using advanced writing techniques

INSTRUCTOR/STUDENT RATIO: 1: 8

SAFETY FACTORS: Normal classroom safety considerations apply.

REFERENCES:

1. *Writing Broadcast News*, Shorter, Sharper, Stronger, Marvin Block
2. *Television Field Production and Reporting*, Shook, Frederick
3. National Press Photographers Association 2006 Workshop Materials

FUNCTIONAL AREA 2

INTERMEDIATE VIDEOGRAPHY APPLICATIONS

TPFN: DINFOS-IEJC-002-006

UNIT TITLE: Intermediate Production Storytelling Techniques

INTERMEDIATE TRAINING OUTCOME (ITO): Instructors explain the intermediate concepts and techniques of camera usage and shot composition in the areas of: assessing the commitment; requirements for, and recording video and audio for, a visual story in a realistic field environment; and shooting the opening and closing shots, sequences, cut-ins and cut-aways to support a television story. The students are responsible to determine how they will treat each particular story. Students participate in a group analysis and grading of final products. Students will also re-package one of their non-graded PE's as a radio story. This exercise challenges the students to use the course information and stretch their professional ability and creative thinking. Students must finish the exercise by the deadline established. Students must pass each of the graded areas on the performance checklist with an average score of at least 70 percent and pass all ten critical competencies at least twice to successfully meet the course standard.

INSTRUCTIONAL HOURS AND TYPE: 3 PE; 27 EP

TOTAL INSTRUCTIONAL HOURS: 30

TASK (S):

- 001- Produce an ENG story using advanced techniques
- 002- Produce a radio story using advanced techniques

INSTRUCTOR/STUDENT RATIO: 1: 4 (D & EP)

SAFETY FACTORS: Students are cautioned regarding exposed electrical extension cords and handling of equipment. Standard safety practices are emphasized. Be aware of loose cords, heated equipment, off-base travel, and local hazards.

REFERENCES:

1. *Television Field Production and Reporting*, Shook, Frederick, 4th Edition.
2. National Press Photographers Association 2006 Workshop Materials

FUNCTIONAL AREA 2
INTERMEDIATE VIDEOGRAPHY APPLICATIONS

TPFN: DINFOS-IEJC-002-007

UNIT TITLE: Intermediate Non-Linear Editing (NLE) Special Effects

INTERMEDIATE TRAINING OUTCOME (ITO): The instructor demonstrates the intermediate concepts and techniques of non-linear special effects, media management, compression and authoring content to CD and DVD. Students will edit a television news story and incorporate intermediate editing techniques and special effects effectively in the production.

INSTRUCTIONAL HOURS AND TYPE: 5 PE

TOTAL INSTRUCTIONAL HOURS: 5

TASK (S): Demonstrate use of advanced non-linear techniques

INSTRUCTOR/STUDENT RATIO: 1: 8

SAFETY FACTORS: Standard safety practices are emphasized. Students are cautioned regarding exposed electrical extension cords and handling of equipment.

REFERENCE:

1. Non-Linear Editing, Storytelling, Aesthetics and Craft (2002), Bryce Button
2. Avid 306, 3D Effects on the Media Composer System

**FUNCTIONAL AREA 3
COURSE ADMINISTRATION**

TPFN: DINFOS-IEJC-003-001

UNIT TITLE: Course Administration

TPFN HOURS AND TYPE: 6 AD

TPFN TOTAL HOURS: 6

TASK(S):

- 001- Complete In-processing
- 002- Complete Pre-/Post-Course Surveys
- 003- Participate in Closing Ceremony
- 004- Complete Out-processing

SUMMARY OF ACTIVITIES: Self-explanatory.

REFERENCES: DINFOS Policy and Procedures Manual (POPMAN)

INSTRUCTOR/STUDENT RATIO: N/A

SAFETY FACTORS: N/A